



**CITY OF HOUSTON**  
**invites applications for the position of:**

## **RECREATION SPECIALIST**

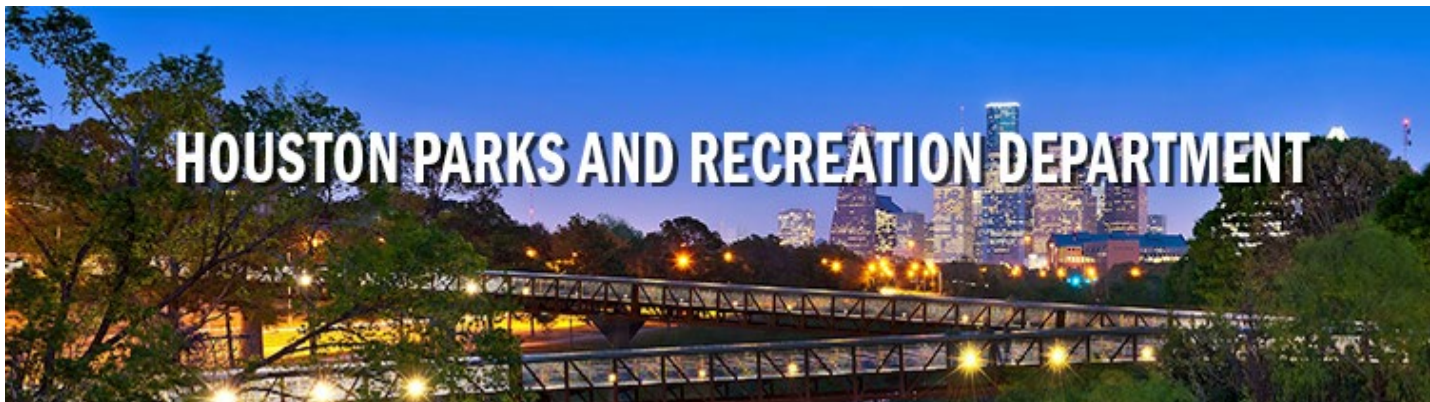
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**SALARY:** \$15.00 - \$15.82 Hourly

**OPENING DATE:** 09/29/22

**CLOSING DATE:** 10/17/22 11:59 PM

**POSITION OVERVIEW:**



**APPLICATIONS ACCEPTED FROM:** ALL PERSONS INTERESTED

**DIVISION:** COMMUNITY CENTERS OPERATIONS

**WORKDAYS & HOURS:** VARIOUS\*

**\*Subject to change**

### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

The Houston Parks and Recreation Department is dedicated to building a sustainable community and enhancing the quality of urban life by providing safe well-maintained parks and offering affordable programming for our community. To achieve this mission, HPARD is seeking a **Recreation Specialist** to join its **Community Center Operations Team**. The potential candidate will play a key role in the following duties:

- Plans, develops, and implements recreation programs for patrons of all ages at various locations.
- Promotes exhibitions and demonstrations in conjunction with programs and special events.
- Assists in maintaining reports and other paperwork as assigned.
- Assists supervisor to maintain inventory control systems and market programs.
- Supports activities such as; Fitness, Summer and After School Enrichment Programs, Nature and Field trips, Sports, Arts, and Crafts.
- Communicates verbally and in writing with various groups and/or organizations concerning recreation and sports programming.
- Performs other duties as assigned.
- Must be able to work flexible hours including weekends and holidays as needed.

### **WORKING CONDITIONS**

This position will routinely require lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

**MINIMUM REQUIREMENTS:**

## **EDUCATIONAL REQUIREMENTS**

An Associate's degree in Physical Education, Art or a related field is required.

## **EXPERIENCE REQUIREMENTS**

Three (3) months of experience in recreation or education are required.

Full time recreation or educational experience may be substituted for the above education requirement on a year-to-year basis.

## **LICENSE REQUIREMENTS**

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

## **PREFERENCES:**

Preference shall be given to applicants with the following skills and experience:

- Bilingual (Spanish) applicants.
- Specialized skills in outdoor environmental education, STEM education, and Cultural Arts.
- Experience developing and leading recreation programs for youth, teens and senior populations.
- Knowledge of emergency procedures, First Aid and CPR.

***\*\*Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.\*\****

## **GENERAL INFORMATION:**

### **SELECTION/SKILLS TESTS REQUIRED**

The selection process will involve application review and/or interview.

### **SAFETY IMPACT POSITION      YES**

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

**Pay Grade 12**

### **APPLICATION PROCEDURES**

**Only online applications** will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown.

**Applications must be submitted online at:** [www.houstontx.gov](http://www.houstontx.gov).

To view your detailed application status, please log-in to your online profile by visiting: <http://agency.governmentjobs.com/houston/default.cfm> or call 832-395-7108.

If you need special services or accommodations, call (832.395.7108). (TTY 7-1-1).

If you need login assistance or technical support call 855-524-5627.

**Due to the high volume of applications received, the Hiring Department will contact you directly, should you be selected to advance in our recruitment process.**

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

**EOE Equal Opportunity Employer**

The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.

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APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #29612
<a href="http://www.houstontx.gov">http://www.houstontx.gov</a>						RECREATION SPECIALIST
ONLINE		SUBMISSIONS		REQUIRED		GM
Houston,		TX		77002		

[careers@houstontx.gov](mailto:careers@houstontx.gov)

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**RECREATION SPECIALIST Supplemental Questionnaire**

- \* 1. Are you a veteran who served on active duty in the Armed Forces (United States Army, Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions?
  - ☐ Yes
  - ☐ No
- \* 2. How many months of working experience do you have related to the description of this position?
  - ☐ Less than 3 months
  - ☐ 3 months to less than 24 months
  - ☐ 24 months to less than 27 months
  - ☐ 27 months or more
- \* 3. How many months of volunteer experience do you have related to the description of this position?
  - ☐ Less than 1 year
  - ☐ 1 to less than 2 years
  - ☐ 2 to less than 3 years
  - ☐ 3 years or more
  - ☐ None of the above
- \* 4. Have you provided your volunteer experience detail above in the Work Experience Section of your application for review?
  - ☐ Yes
  - ☐ No
- \* 5. What is the highest level of education completed?
  - ☐ 12th Grade or Less
  - ☐ High School/ GED
  - ☐ Associate Degree
  - ☐ Bachelor degree or beyond
- \* 6. Do you have experience with problem/ resolution methods?
  - ☐ Yes
  - ☐ No

- \* 7. If yes, briefly describe a situation in which you used a problem/resolution method. (If no experience use N/A.)
- \* 8. Do you have a valid/current driver's license?
  - ☐ Yes
  - ☐ No
- \* 9. Are you currently a City of Houston employee, who is still on probation (employed during the past 12 months or promoted during the past 6 months)?
  - ☐ Yes
  - ☐ No
- \* 10. A very important part of the hiring process requires the applicant to submit their highest level of Completed Education Documentation (High School Diploma/GED/Vocation Certificate/Associate/Bachelor/Master Degree). Have you attached your Education Documentation to your application?
  - ☐ YES
  - ☐ NO
- \* Required Question